

Portal Authority Board of Directors

MINUTES

Portal Authority Board of Directors Monthly Meeting

March 3, 2005

1:30 p.m. – 4:00 p.m.

Colorado Department of Labor and Employment

1515 Arapahoe Street, Tower 2

Columbine Conference Room, 4th Floor

Denver, CO

I. Call to Order: 1:35 p.m., Donetta Davidson, Chair

A. Roll Call

Attendees: Cadman, Cooke, Davidson, Feingold, Jenik, Marroney, Monkman (representing Sobanet), Williams, T.

Excused: Arrowsmith, Groff, and Wells

Notes transcribed by Angie Onorofskie, Statewide Internet Portal Authority

II. Approval of February 3 and February 10, 2005 Minutes, Donetta Davidson, Chair

Chair, Donetta Davidson called for a motion to approve the February 3 and February 10, 2005 Statewide Internet Portal Authority Board of Directors Meeting Minutes.

MOTION - to approve the February 3 and February 10, 2005 Statewide Internet Portal Authority Board of Directors Meeting Minutes.

Jenik/Feingold

APPROVED UNANIMOUSLY

III. Report from the Interim CEO, Gregg Rippy

A. Accomplishments up to date

1. Developed buy-in from initial CIO group
2. IV&V contract negotiations are nearly complete
3. Integrator contract negotiations will be completed soon- Gregg introduced representatives of NIC to the Board
 - a) The Negotiations Committee met with NIC to talk about overall goals of the portal and check alignment
 - b) The committee hopes to have something next week for the Board to look over
4. Completed initial discussion about risk mitigation strategies and “citizen” definition, but Gregg would like more direction from the Board

B. Executive Director job description is ready for review.

C. CIO Road Show Overview

1. Gregg Rippy and Bob Feingold will travel to nine initial locations
2. Road Show runs from March 24 through April 8
3. Workshop key objectives:
 - a) Develop a common understanding of benefits
 - b) Develop a common understanding of critical success factors
 - c) Develop communication materials for senior government officials
4. The general outline of the workshop includes:
 - a) Presentation of the status of the Portal
 - b) Local participants will share success stories
 - c) The group will work together to develop communication materials for senior government officials
 - d) Discuss Deloitte's e-room project status program

ACTION ITEM: IV&V to give e-Room presentation to the Board after the contract is completed.

D. Other Communication Activities

1. CIMA Conference, May 18-20 – Breckenridge
 - a) Either Gregg or the new Executive Director will give a presentation
 - b) Integrator will present a break - out session
2. CGAIT presentations
 - a) Possibly March 24 (bi-monthly meeting) – Greenwood Village
 - b) Possibly attend conference in April – Manitou Springs
3. Higher Education presentation – May 3
4. Presentation to Governor Owens – March 9
5. Meetings with local government officials
6. Gregg met with UETA representatives to make sure that we are aligned with promulgated rules and to make sure we avoid duplicating efforts.
7. OIT – Look and Feel
 - a) Gregg met with Arlene Booker to discuss the new look and feel
 - b) We will work together with OED for branding Colorado
 - c) Information will be passed to the Integrator
8. Gregg asked that the Board let him know if there are any other groups that we may want to meet with.

E. Updated road map was shared with the Board

F. IV&V Draft Task Order 1 – Statement of Work was given to the Board for review, but no action will be taken until the initial contract is completed.

ACTION ITEM – Angie to get all of the right committee lists together and post to the web.

ACTION ITEM: Angie to send Road Show schedule to the Board in case any members are interested in traveling along to any of the locations.

ACTION ITEM: Angie to post the Board presentations to the Portal website.

IV. Committee Reports

A. Legal Committee, Gerald Marroney

Richard Westfall would like to discuss bylaws, issues relating to the IV&V contract, Integrator contract, corporate formation and issues brought up by Jeff Wells in the last executive session during executive session today.

B. Financial Committee, Henry Sobanet (represented by Mike Monkman)

Gregg Rippe reported that Henry Sobanet has been paying the bills. The Board would like a presentation of funds spent so far in one of the next meetings.

ACTION ITEM: Angie to prepare information for presentation of bills paid.

C. Business Committee, Michael Cooke

Michael Cooke reported that the Business Committee will meet Friday, March 04 at 9:30 a.m. at Department of Revenue to discuss the Treasury MOU. Gregg Rippe would like the IV&V and Integrator to look at the MOU prior to it being signed, as the RFP outlines that this will impact both vendors. Michael Cooke agreed and added that a meeting with Treasury will take place very soon.

D. Personnel Committee, Rep. Cadman

Rep. Cadman reported that the search for the Executive Director is in progress.

E. Negotiation Committee, Gregg Rippe

Gregg Rippe reported the members of the committee are Henry Sobanet, Jeff Wells, Richard Westfall and Steve Uretsky. Henry Sobanet and Jeff Wells were unable to attend the first negotiation session with NIC, but they will have plenty of opportunities to get involved in the rest of the process.

V. Old Business

No discussion.

VI. New Business

A. Best of NIC Portals

Sen. Ron May requested that NIC provide an outline of the “best of” the portals that they have in 16 other states.

VII. Agenda Items for Next Meeting

- A. Re-adoption of the Amended Bylaws
- B. Executive Director Search Status
- C. CIO Road Show Summary
- D. Proposed Portal Authority Organizational Structure
- E. Business Processes Overview
- F. Operations Financial Summary
- G. Roadmap Update

Next meeting is scheduled for:

Thursday, April 7, 2005

1:30 p.m. – 4:00 p.m.

Location to be announced

VIII. Adjournment

Chair, Donetta Davidson called for a motion to adjourn the March 3, 2005 meeting of the Statewide Internet Portal Authority Board of Directors and move into Executive Session.

MOTION - to adjourn the March 3, 2005 meeting of the Statewide Internet Portal Authority Board of Directors and move into Executive Session with its attorneys, Richard Westfall and Jonathan Anderson, for the purpose of discussing attorney-client privileged matters related to: SIPA bylaws, issues relating to the IV&V contract, Integrator contract, corporate formation, and issues brought up by Jeff Wells in the last executive session.

Marroney/Jenik

APPROVED UNANIMOUSLY

The meeting adjourned at 2:20 p.m.

IX. Executive Session

The Board went into Executive Session with its attorneys, Richard Westfall and Jonathan Anderson to discuss attorney-client privileged matters related to: SIPA bylaws, issues relating to the IV&V contract, Integrator contract, corporate formation, and issues brought up by Jeff Wells in the last executive session.

